



POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103

ANTHONY D. RIBERA
CHIEF OF POLICE

May 7, 1993

The Honorable Harry Low
President
San Francisco Police Commission
850 Bryant Street, Fifth Floor
San Francisco, CA 94103

Dear President Low:

Re: Revised Record Destruction Schedule

The Record Destruction Schedule currently in place is in need of a revision. The revision is necessitated by the overload of incident and traffic reports currently on file with the Department.

The Department Record Destruction Schedule currently requires the Department to keep incident and traffic reports on file for ten (10) years. State law requires such reports to be kept for seven (7) years.

I hereby request that the attached changes be adopted. The schedule for incident and traffic reports is located on page 21 of the schedule and the revisions will be from ten (10) years to seven (7) years.

Thank you for your attention to this matter.

Sincerely,

ANTHONY D. RIBERA
Chief of Police

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The Police Commission
CITY AND COUNTY OF SAN FRANCISCO

May 27, 1993

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HARRY W. LOW
President

CLOTHILDE V. HEWLETT
Vice President

DAVID C. DETRICK
Commissioner

KATHERINE A. FEINSTEIN
Commissioner

ANTHONY P. RODRIGUEZ
Commissioner

LT. MANUEL BARRETTA
Secretary

Anthony D. Ribera
Chief of Police

Dear Chief Ribera:

At the meeting of the Police Commission held on Wednesday,
May 26, 1993, the following resolution was adopted:

RESOLUTION NO. 55-93

REVISED RECORD DESTRUCTION SCHEDULE

WHEREAS, the Department currently saves incident and
vehicle collision reports for ten (10) years; and

WHEREAS, the State of California and the San Francisco
Administrative Code allows the Department to revise their
Record Destruction Schedule for incident and vehicle collision
reports to seven (7) years; and

WHEREAS, the Department is overloaded with incident reports
and vehicle collision reports; now, therefore be it

RESOLVED, that the Police Commission grant the Police
Department the authority to revise the Records Destruction
Schedule, specifically the incident reports and vehicle
collision reports in the Records Section on page 21 by changing
the length of retaining the reports from ten (10) years to
seven (7) years.

AYES: Commissioners Feinstein, Hewlett, Low, Rodriguez
ABSENT: Commissioner Detrick

Very truly yours,

Lieutenant Manuel Barretta
Secretary
THE POLICE COMMISSION

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W/6932M

cc: Records Section.

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>SECTION I - DEPARTMENT-WIDE RECORDS</u>				
<u>General</u>				
Activity Evaluation Report	286	x		2 years
Arrest Record (Station Copy)		x		10 years after death (or state purge criteria)
CABLE Print-outs			x	2 years
Certificate of Release	184		x	2 years
Court Calendars & Minutes			x	1 year
Daily Gasoline & Oil Report	410	x	x	2 years
Emergency Vehicle Traffic Accident Report	34		x	2 years
Equipment Sign-out Sheets		x		2 years
General Correspondence Files		x		4 years
General Subject Files		x		4 years
Incident Report Print-outs			x	1/3 year
Incident Reports	377		x	1 year
Inventory Supply Requisition	95		x	1 year
Local Teletypes Received			x	1 year
Memorandum	68	x		4 years
Memorandum	68		x	2 years
Message Transmission Request	69		x	1 year
Moniker Index Cards		x		2 years
PIC Radio Assignment Sheet		x		2 years
PIC Radio Assignment Sheet			x	1 year
Statistical Recap Files		x		3 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Suspect Photos			x	5 years
Warrant & Subpoena Logs		x		10 years after last entry
Weapon Officer's Inventory Report	176	x		2 years
Weapon Officer's Inventory Report	176		x	1 year
Secondary Employment Request	156		x	Until revoked
Station Personnel Folders		x		Until transfer, but no less than 2 years
Station Personnel Folders Index Cards		x		Until transfer, but no less than 2 years
Watch Report (Sworn Anticipated)	22		x	1 year
Watch Report (Sworn Exceptional Changes)	116		x	1 year
Watch Report (Sworn Overtime Holiday)	323		x	1 year
Watch Report (Civilian Overtime Holiday)	262		x	1 year
Watch Report (Civilian Exceptional Changes)	117		x	1 year
Watch Report Log			x	1 year after last entry
Weekly Vacancy Report	374		x	six months
Information Bulletins			x	2 years
Permanent Orders			x	Until revoked
Personnel Orders			x	1 year
Special Orders			x	Until termination
Training Bulletins			x	2 years after superseded or cancelled
Wanted Bulletins			x	2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Suspect Photos			x	5 years
Warrant & Subpoena Logs		x		10 years after last entry
Weapon Officer's Inventory Report	176	x		2 years
Weapon Officer's Inventory Report	176		x	1 year
Secondary Employment Request	156		x	Until revoked
Station Personnel Folders		x		Until transfer, but no less than 2 years
Station Personnel Folders Index Cards		x		Until transfer, but no less than 2 years
Watch Report (Sworn Anticipated)	22		x	1 year
Watch Report (Sworn Exceptional Changes)	116		x	1 year
Watch Report (Sworn Overtime Holiday)	323		x	1 year
Watch Report (Civilian Overtime Holiday)	262		x	1 year
Watch Report (Civilian Exceptional Changes)	117		x	1 year
Watch Report Log			x	1 year after last entry
Weekly Vacancy Report	374		x	six months
Information Bulletins			x	2 years
Permanent Orders			x	Until revoked
Personnel Orders			x	1 year
Special Orders			x	Until termination
Training Bulletins			x	2 years after superseded or cancelled
Wanted Bulletins			x	2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>SECTION II - UNIT RECORDS</u>				
<u>CHIEF OF POLICE</u>				
<u>CHIEF'S OFFICE</u>				
Chief's Correspondence		x		10 years
Chief's Regulations		x		5 years after replacement
Concealed Weapons Permit Files		x		5 years
Confidential Expenditures Report	321	x		10 years
Conflict of Interest Statements		x		5 years
Correspondence File Cards	96	x		10 years
Movie Coordination Files		x		4 years
Movie Detail File		x		2 years
Press Credential Folders		x		4 years
Press Credential Log		x		4 years
Press Releases		x		2 years
<u>INTELLIGENCE DIVISION</u>				
Alphabetical Gang Photo Files		x		5 years
Audio and Video Tape Recordings		x		2 years
Bomb Threat Report Log		x		2 years after last entry
Driver's License Photo File		x		2 years
Intelligence Files		x		2 years
Subject Name Cards	273	x		2 years
Surveillance Photographs			x	2 years
Surveillance Photo Log		x		2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>COMMUNITY SERVICES DIVISION</u>				
Meeting Reports		x		2 years
Quarterly Reports			x	2 years
Security Survey Form			x	4 years
<u>POLICE COMMISSION</u>				
Commission Calendars		x		10 years
Commission Correspondence		x		10 years
Meeting Folders		x		10 years
Meeting Minute Books		x		Until Microfilmed in Duplicate
Meritorious Award File		x		5 years
Meritorious Award Meeting Minute Books		x		5 years
Widows & Orphans Fund Files		x		30 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
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SPECIAL OPERATIONS BUREAU

General

Abandoned Auto Tow Log		x		2 years from last entry
Accident Report Printouts			x	1 year
Citation Report Printouts			x	1 year
Daily Deployment Report	272		x	1 year

Headquarters

Alert Book		x		2 years after last entry
Daily Deployment Report	272	x		2 years
Efficiency Study Files		x		2 years
Parade Permit Applications	122		x	5 years
Parade Permit File		x		5 years
Personnel History Cards		x		50 years after member's death
Public Event Files		x		2 years
Staff Meeting Minutes		x		2 years
Unit Correspondence Files		x		2 years
Weapons Review Board Files		x		5 years
Workload Measurement Reports		x		2 years

Muni Transit Company

Dog Complaint Files		x		2 years
Muni Fast Pass Receipts			x	1 year

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>Tactical Company</u>				
Arrest Log Book		x		5 years from last entry
Daily Work Sheet	140	x		2 years
Field Interview Cards	114	x		2 years
Hostage Team Files		x		2 years
Special Detail Files		x		2 years
Statistical Data Sheets		x		2 years
Bomb Threat Report Form	200	x		2 years
Render Safe Files		x		2 years
Animal History Log		x		Life of horse, but no less than 2 years
Animal Medical Log		x		Life of horse, but no less than 2 years
General Horse Files		x		4 years
<u>Traffic Company</u>				
<u>Administration</u>				
Accident Certification Index Cards		x		Until officer's separation, but no less than 2 years
Application for Special Parking Zone	182		x	1 year
Congestion & Parking Control Daily Report	169	x		2 years
Dept. Accident Bd. of Review Files		x		5 years
Dept. Accident Bd. of Review Index Cards		x		5 years
Fatal Accident Files		x		5 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Report of Examination of Sobriety			x	1 1/2 years
Street Closing Permit Files		x		2 years
Temporary Construction Zone Cards		x		Life of zone, but no less than 2 years
Traffic Zone Location Cards		x		Life of zone, but no less than 2 years
Traffic Zone Log		x		2 years from last entry
VC §23152 Record		x		3 years
<u>Traffic/E & I</u>				
Assignment Discrepancy		x		2 years
Congestion Enforcement Squad Records		x		1 year
Personnel Schedule System		x		2 years
Use of Force Log	128		x	2 years
Red Light Violation Recap.		x		2 years
Overtime Recap. of Parking Cites			x	1 year
Detail Log Book		x		2 years from last entry
Funeral Escort File		x		2 years
Special Event Assignment File		x		2 years
Noise Complaint File		x		2 years
Noise Complaint Log		x		2 years from last entry
<u>Tow Section</u>				
Daily Accident Log		x		2 years from last entry

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Garage Report of Abandoned Vehicle File		x		2 years
Impounded Abandoned Vehicle Work Sheet	127	x		2 years
Notice of Stored Vehicle		x		2 years
State Teletype Message	17	x		2 years
Towed Auto License Index Sheet	16	x		2 years
Towed Vehicle Dispatcher's Log	129	x		2 years
Vehicle Inventory Form		x		2 years
Vehicle Release Form		x		2 years
<u>Parking & Traffic Control</u>				
Annual School Safety Patrol Files		x		4 years
Bike Assignment Files		x		2 years
Citation Book Log		x		2 years from last entry
Complaint Assignment Log		x		2 years from last entry
Meter Jamming Files		x		4 years
Out-of-State Vehicle License Files		x		2 years
Parking Control Beat File		x		2 years
School Patrol Accident File		x		2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>PATROL BUREAU</u>				
<u>District Stations</u>				
Traffic Bail Receipts	165		x	2 years
District Community Contact Report	178		x	1 year
Entertainment Permit Investigations File		x		2 years
Malfunction of Portable Radio Form	365		x	1 year
Patrol Special Sign-in Log		x		5 years from last entry
Patrol Unit Log	63	x		2 years
Permit Records			x	Life of permit
Special Police Officer Files		x		15 years after separation
Special Police Officer File Index Cards		x		15 years after separation
Prisoner Transfer Record	78		x	1 year
Prisoner Arrest Log		x		10 years from last entry
District Station Property Control Log	230		x	1 year
Property Receipt Form	315		x	1 year
Radio Use Log	364	x		2 years
Report of Traffic Citations Issued			x	2 years
Special Event Cost Report File		x		2 years
Squad Form	48		x	1 year
Station Log		x		10 years from last entry
Station Auto Log		x		2 years from last entry
Repair Request Auto Check List	337		x	1 year

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>INVESTIGATION BUREAU</u>				
<u>General</u>				
Alphabetical Case Index Cards		x		2 years
Incident Report Changes	220	x		2 years
Computer Log of Stolen Property			x	2 years
Computer Log of Booked Property			x	2 years
Confidential Expenditures Account	321		x	3 years
Daily Printout of Assigned Cases			x	2 years
Daily Case Assignment Sheet	292	x		2 years
Investigations Case Files (Active)		x		6 years
Investigations Case Files (Closed)		x		6 years
Investigations Case Files (Open Inactive)		x		6 years
Suspect and Victim Card Files		x		2 years
Suspect and Subject Video and Audio Tape Recordings		x		5 years
Monthly Performance Report	300	x		2 years
Prisoner Processing Record	149		x	1 year
<u>General Work Section</u>				
En-Route Charges Holding	104	x		5 years
Extradition Case Files		x		5 years
<u>Hit & Run Section</u>				
Fatal Accident Case Files		x		15 years
Hit and Run Log Book		x		8 years from last entry

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>Homicide Section</u>				
Solved Homicide Case Files		x		30 years
Unsolved Homicide Case Files		x		75 years
Homicide Case Index Cards		x		75 years
Suspect/Victim Index Cards		x		75 years
<u>Robbery Section</u>				
Alphabetical Victim Log		x		2 years from last entry
<u>Sex Crimes Section</u>				
Children's Emergency Service Intake Form	DSS-1510*		x	2 years
<u>Auto Section</u>				
Vehicle Release & Waiver	29	x		8 years
<u>Fencing Section</u>				
Dealer's Record of Sale	73-496-250*		x	3 years
Dealer's Index Card File		x		Life of Active business, but no less than 2 years
Inspection of Second-hand Dealer Form		x		3 years
Pawn and Buy Slips		x		2 years
<u>VICE CRIMES DIVISION</u>				
<u>Prostitution and Gambling Section</u>				
Bingo Recording Forms		x		2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Bookmaker Investigation File		x		10 years
Case Assignment Logbook		x		8 years
Complaint Assignment Logbook		x		8 years
Gambling Parlor Location File		x		Life of Business
Intelligence File		x		8 years
Lease Vehicle Sign-out Sheet		x		2 years
Liquor License Investigation Files		x		Life of active business, but no less than 2 years
Massage Parlor Location File		x		Life of Business
Micro Cassette Tapes (arrest case-no case file)		x		1 year after case disposition, but no less than 2 years
Monthly Report		x		3 years
Pimp Investigation File		x		10 years
Vice Complaint Investigation File		x		3 years
Video Tapes		x		1 year after case disposition, but no less than 2 years
<u>Narcotics Section</u>				
Confidential Expenditures	321	x		4 years
Consent Search Form			x	3 years
Disposal of Evidence Form		x		4 years
Informant Files		x		5 years
Informant Payment	312	x		4 years
Narcotics "Buy" Log		x		4 years
Narcotics "Buy" Report			x	5 years
Narcotics Complaint Form	330	x		5 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Narcotics Evidence Ledger		x		5 years
Narcotics Registrants Print-out	DOJ*		x	Until new print-out rec'd
Notification of Release of Property		x		4 years
Rebooking Statistics		x		3 years
Receipt, Undercover Expense	193	x		4 years
Rental Vehicle Log		x		4 years
Request of Asset Seizures		x		4 years
<u>Juvenile Division</u>				
Criminal History Jacket (Juvenile)		x		10 years after death (or state purge criteria)
Daily Youth Service Control Sheet	139	x		2 years
Juvenile Bureau Log Sheet	278	x		2 years
"X" Number Assignment Sheet	146		x	2 years
<u>CRIMINALISTICS DIVISION</u>				
<u>Crime Laboratory</u>				
Analyzed Controlled Substance Evidence Envelopes	P.R.7.0.12	x		2 years
Analyzed Controlled Substance Evidence Log		x		2 years after last entry
Case Evidence Disposition			x	5 years
Document Case File	101	x		5 years
Document Case Log		x		8 years
Intoxilyzer Check List	15		x	1 year
Intoxilyzer Test Record			x	1 year
Laboratory Examination Case Files		x		8 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Laboratory Examination Case File Log		x		8 years after last entry
Narcotic Evidence Sign-out Log		x		2 years after last entry
Narcotic Audit		x		2 years
Narcotic Disposition Sheet		x		5 years
Narcotic Inventory Report		x		2 years
Narcotic Laboratory Examination Case Files		x		8 years
Narcotic Laboratory Examination Case File Log		x		8 years after last entry
Perishable Evidence Specimens		x		1 year
Polygraph Case File		x		5 years
Polygraph Case Log		x		8 years after last entry
Request for Criminalistic Examination Log		x		5 years after last entry
<u>Latent Fingerprint Section/Crime Scene Investigation</u>				
Field Evidence Technician Log		x		6 years after last entry
Field Evidence Unit Case Files		x		6 years
Fingerprint Identification Log		x		5 years from last entry
Case Files for Capital Cases		x		75 years
Juvenile Palm Print Cards	303	x		5 years after 18th birthday
Latent Fingerprint Cards	61	x		6 years
Latent Fingerprint Cards (Capital Cases)	61	x		75 years
Palm Print Cards	247	x		30 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>Photography Laboratory</u>				
Crime Scene Negatives-Homicide		x		30 years
Crime Scene Negatives-All Others		x		8 years
Mug Shot Negatives		x		10 years after death (or state purge criteria)
Outside Unit Photo Developing Log		x		2 years after last entry
Photo Lab Activity Log		x		2 years after last entry
Prisoner's Photograph Record	90	x		2 years
Work Request Form		x		2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>ADMINISTRATION BUREAU</u>				
<u>HEADQUARTERS</u>				
Weapons Review Board Files		x		5 years
<u>SUPPORT SERVICES DIVISION</u>				
<u>Headquarters</u>				
Detail-Gas & Oil Expenditure Print-out			x	Life of Vehicle
Detail-Shops Expenditure Print-out			x	Life of Vehicle
Fleet Management Records		x		3 years
Individual Motor Vehicle Records		x		Life of Vehicle plus 2 years
Overnight Vehicle Use	217		x	1 year
Overnight Vehicle Use Summary	335	x		3 years
Parking Permit Records		x		2 years
Subordinate Unit Activity Reports		x		2 years
<u>Garage</u>				
Impound Vehicle Log		x		2 years after last entry
Motorcycle History File		x		Life of cycle plus 2 years
Tow Bill File		x		2 years
Vehicle History File		x		Life of Vehicle plus 2 years
Vehicle Registration File		x		Life of Vehicle plus 2 years
Vehicle Request	217	x		2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>Permit Section</u>				
Vehicle Return Log		x		2 years after last entry
Annual Permit Application Reference Card	370	x		5 years
Board of Permit Appeal Notices			x	2 years
Business Close-out Files		x		3 years
Charitable Organization Index, Cards		x		2 years after inactivity
Charitable Organization Registration Files		x		2 years after inactivity
Chief's Hearing Files		x		10 years after closing date
Incomplete Permit Application Files		x		2 years
Notification of Chief's Hearing Actions		x	x	2 years - each File
Permit Index Cards	234	x		10 years after receipt
Permit Fee Receipts			x	2 years
Permit Location Index Cards		x		25 years
Permit Holder Files		x		10 years after closure
Permit Close-out Files		x		10 years
Permit Close-out Cards		x		10 years after closure
Permit Hearing Tape Log		x		3 years after last entry
Permit Hearing Tapes		x		3 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Permit Hearing Tape Log		x		3 years after last entry
Permit Hearing Calendars		x		10 years
Police Commission Action Files		x		7 years
Special Event Permit Files		x		5 years
Taxicab Permit Log		x		25 years
Taxicab Class Rosters		x		2 years
Taxicab Color Scheme Photos		x		1 years after replacement
Tear Gas Permits			x	2 years
Vehicle for Hire Insurance Check List		x		2 years after expiration
Vehicle for Hire Owner Files		x		5 years after closure
<u>Code Enforcement Section</u>				
Taxicab Photographs		x		Life of cab, but no less than 2 years
Vehicle for Hire Complaint Files		x		5 years
Vehicle for Hire Complaint Log		x		2 years from last entry
Vehicle for Hire Operator Files		x		5 years
<u>Property Control Division</u>				
City & County Purchase Orders			x	1 year

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Computer Print-outs of Purged Property Records			x	15 years
Confiscated Weapon Files		x		15 years
Court Destruction Record Files		x		15 years
Deposit Vouchers			x	15 years
District Station Property Control Log	230	x		5 years
Early Disposal of Property Form (memo)				3 years
Equipment Record	287	x		2 years after separation
Hazardous Material Unmarked Container Inventory Form		x		2 years
Hazardous Toxic Material Inventory Form		x		2 years
Hazardous Waste Disposal Form				3 years
Individual Clothing & Equipment Record	206	x		2 years after separation
Inventory Supply Requisition	95	x		2 years
Property Auction Files		x		15 years
Property Auction Receipts Books		x		5 years
Property Control Sect. Request Form	250	x		2 years
Property Release Form	158	x		10 years
Property Taken for Evidence Log		x		15 years from last entry
Record of Identification Property Taken Log		x		15 years from last entry
Request for Hold on Property Form (memo)				2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Property Transfer Receipt	361	x		5 years
Star File Cards		x		3 years after separation
Star & Badge Receipt Books		x		5 years after separation
Typewriter History Cards		x		Until replaced, but no less than 2 years
Typewriter Repair Log		x		2 years after last entry
Unclaimed Funds Receipts & Records Treasurer			x	15 years
<u>TECHNICAL SERVICES DIVISION</u>				
<u>Warrant Section</u>				
Criminal Warrant Entry Log		x		5 years after last entry
Daily Warrant Check Log	123	x		3 years
Notification of Warrant Served	160		x	2 years
Prisoner Pick-up Report		x		2 years
Served Superior Court Bench Warrant File		x		2 years
State Teletype Message Log	17	x		2 years
Traffic Recall Court Calendar			x	2 years
Warrant of Arrest (Felony, Misdemeanor, & Traffic)		x		Until revoked by Court, but no less than 5 years
Warrants Deleted from P.I.N. Print-out			x	3 years
Warrant Recall List		x		5 years
Warrant Service Card	P.I.N. 112-68*		x	2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Foreign Warrant Index	196	x		2 years
<u>Identification Section</u>				
Applicant Fingerprint Cards		x		10 years after separation
Applicant Print Form	202	x		2 years
Criminal History Jacket (Adult)		x		3 years after death (or state purge criteria)
Criminal History Jacket (Deceased)		x		1 year after death (or state purge criteria)
Criminal History Jacket (Homicide Vict.)		x		3 years after death
Criminal History Jacket (Sealed)		x		5 years after Court Order
Criminal Information Request	148	x		2 years
Information Request	9	x		2 years
Master Fingerprint Card		x		3 years after death (or state purge criteria)
Misdemeanor Citation			x	5 years
Change Numbers	146	x		2 years
Photo-Lab Work Order	57	x		2 years
Prisoner Processing Record	149	x		2 years
<u>Records Section</u>				
Citizen's Arrest Form	80		x	5 years
Incident Report	377	x		7 years
Vehicle Collision Reports		x		7 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>Communications Division</u>				
CAD Historical Record		x		10 years
Deaf Teletype Message Sent/Rec'd.			x	1 year
Electronic Equipment Receipt	314	x	x	Until return of equipment, but no less than 2 years
Inventory Control Card (Head Set)	177	x		Until equipment returned, but no less than 2 years
Inventory Control Card (PIC Radio)	328	x		Until equipment returned, but no less than 2 years
Message Transmission Requests	69	x		2 years
PIC Radio Exchange		x		2 years
911 PSAP Listing			x	2 years
Radio Room Daily Schedule		x		2 years
Radio Room Key Log		x		1 year after last entry, but no less than 2 years
Radio Room Sign-In & Trouble Log		x		2 years
Received TT's & Log		x		2 years
Sent TT's & Log		x		2 years
Stolen & Recovered Auto Log		x		2 years
TAL Sheet		x		2 years
Tape Check Sheets		x		1 year
Tape Request Log		x		2 years
Translation Log		x		1 year after last entry, but no less than 2 years
Unlisted Phone Request			x	1 year

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Use of Criminal Justice Information Form		x		Until separation, but no less than 2 years
Watch Log Radio (Short)	317		x	1 year
<u>Fiscal Section</u>				
<u>Payroll</u>				
Annual Attendance Record	326	x		7 years
Compensation Request Cards	289	x		3 years
Controller's Pay Rolls			x	5 years
Controller's Time Rolls			x	5 years
Like Work/Like Pay Compensation Request Cards	319	x		7 years
Offsetting Overtime Request Cards	320	x		7 years
Watch Report (Sworn Anticipated)	22	x		7 years
Watch Report (Sworn Corrected)	116	x		7 years
Watch Report (Sworn Overtime)	323	x		7 years
Watch Report (Civilian Anticipated)	262	x		7 years
Watch Report (Civilian Corrected)	117	x		7 years
<u>Accounting</u>				
Accounts Receivable File		x		3 years
Accounting Vouchers			x	2 years
Bank Reconciliations		x		5 years
Appropriation & Subsidiary Ledgers		x		10 years
Appropriation Statements			x	5 years
Cancelled Checks and Stubs		x		5 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Controller's Financial Reports			x	2 years
Controller's General Warrants			x	2 years
Contingency & Narcotic Fund Files		x		10 years
Dept. of Justice Fingerprinting Processing Form	CS-2*		x	2 years
Encumbrance Requests			x	2 years
Equipment Inventory	322	x		Until equipment replaced, but no less than 2 years
Grant Records		x		10 years
Interdepartmental Work Orders			x	5 years
Police Commission Resolutions			x	2 years
Police Department Budget			x	7 years
Purchase Orders			x	2 years
Purchase Order Requisitions			x	2 years
Star and Badge Accounts Receipts			x	5 years after separation
Subsidiary Journal Entries			x	5 years
Subsidiary Operating Ledgers		x		10 years
<u>Budget Section</u>				
Budget Requests	401-408	x		3 years
Operating Budget-Phase D			x	4 years
Line Item Explanations			x	4 years
Incremental Narratives			x	4 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>PERSONNEL DIVISION</u>				
<u>Personnel Section</u>				
Residence Certification	11	x		Until replaced, but no less than 2 years
Civilian Evaluation Forms			x	2 years
Civil Service Requisition			x	3 years
Civil Service Eligibility Lists			x	2 years
Daily Assignment Reports	296	x		2 years
Daily Assignment Reports	296		x	1 year
Employee Tax Deduction Card	W-4*	x		Until replaced, but no less than 2 years
EWV Watch Reports			x	1 year
Monthly Vacancy Report (Civilian)		x		10 years
Personnel Folders		x		5 years after member's death
Personnel Folder Index Cards		x		50 years after member's death
Personnel Roster Print-out			x	1/2 year
Position Control Cards		x		Until revoked, replaced, or deleted, but no less than 2 years
Request for Transfer	23	x		Until acted upon or withdrawn, but no less than 2 years
Request for Transfer	23		x	1/4 year
Secondary Employment Request	156	x		Until revoked, replaced, or deleted, but no less than 2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Seniority Roster Print-out			x	1/2 year
Trainee Agreement (State of CA.)	DAS152*		x	1 year after exp. of agreement
Weekly Vacancy Report (Sworn)	374	x		10 years
<u>Background & Medical Liaison Units</u>				
Administrative Transfer Request		x		2 years
Applicant Background Files		x		Until released by Court, but no less than 2 years
Biweekly Report of Sick and Disabled Members		x		3 years
Employer's Report of Occupational Injury	F-760*		x	Until separation then to Personnel folder
First Aid Report	F-722*		x	Until separation then to Personnel folder
I.D. Cards		x		Until separation then to Personnel folder
Member's Disability Record		x		Until separation then to Personnel folder
Member's Medical File (Active)		x		Until separation then to Personnel folder
Member's Medical File (Inactive)		x		Until separation then to Personnel folder
Occupational Injury/Illness Report	Cal-OSHA #2		x	5 years
Occupational Injury/Illness Log		x		5 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Report of Contact/Contagious Disease	348		x	Until separation then to Personnel folder
Working Record of Disabled Members		x		3 years
<u>TRAINING DIVISION</u>				
<u>Range</u>				
Daily Revolver Trng. Registration			x	1 year
Liability Release		x		2 years
Name Index (Hand Guns)		x		Until return of gun, but no less than 2 years
Range Monthly Registration Record		x		2 years
Range Qualification Index Card		x		5 years after separation.
Hand Gun History Card	353	x		10 years after weapon disposed of
<u>Academy</u>				
Advanced Officer Class Files		x		Until released by Court, but no less than 2 years
Driver Training Class Files		x		Until released by Court but no less than 2 years
F.T.O. Course Files		x		Until released by Court but no less than 2 years
Failed Requalification Rules		x		Until released by Court but no less than 2 years
General Training Subject Files		x		4 years
Individual Driver Training Files		x		Until released by Court, but no less than 2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Individual Physical Qualifications Record		x		Until released by Court, but no less than 2 years
Individual Recruit Training Files		x		Until released by Court, but no less than 2 years
Individual Patrol Special Files		x		15 years after separation
Individual Police Reserve Files		x		10 years after separation
Individual Trng. & Education Inventory Files		x		Until separation, but no less than 2 years
Notice of Physical Fitness Re-qualification	205	x		Until released by Court, but no less than 2 years
Physical Task Performance Evaluation Form			x	Until released by Court, but no less than 2 years
P.O.S.T. Course Rosters		x	x	5 years
P.O.S.T. Course Reimbursement Claim Files		x		5 years
P.O.S.T. Basic Course Question Files		x		5 years
Recruit Class Files		x		Until released by Court, but no less than 2 years
Recruit Class Scholastic Record Books		x		Until released by Court, but no less than 2 years
832 P.C. Course Files		x		10 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain.
<u>FTO Headquarters</u>				
FTO Class Files		x		Until released by Court, but no less than 2 years
FTO Personnel Folders		x		Until released by court, but no less than 2 years
FTO Personnel Recommendation Folders		x		Until released by Court, but no less than 2 years
FTO Instructor Files		x		2 years
<u>LEGAL DIVISION</u>				
Assaults Against Officers Files		x		5 years from filing
Assaults Against Officer File Cards		x		5 years from filing
Chronological Files		x		4 years
Claim Files		x		7 years after settlement
Claim File Cards		x		7 years after settlement
Consular Corps File Cards		x		2 years
Copies of Writs			x	2 years
Department Roster Cards		x		Until member's separation, but no less than 2 years
Grievance Files		x		5 years
I.A.B. Case Files		x		7 years
Complainant Cards	345	x		7 years
Order to Show Cause Files		x		2 years
Personnel Disciplinary Files		x		5 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Personnel Disciplinary File Cards		x		5 years
Personnel Discovery Motion Files		x		5 years
Police Commission Taxicab Hearing Transcripts		x		5 years
Rehabilitation & Pardon Files		x		5 years
State Legislature Files		x		2 years
Suit Files		x		7 years after settlement
Suit File Cards		x		7 years after settlement
Weapons Review Board Files			x	5 years
<u>Court Liaison Section</u>				
Court Appearance Sign-in Log		x		2 years after last entry
D.A. Court Notification Form	215	x		2 years
Notice of Juvenile Court Appearance	199		x	2 years
Order of Court Appearance	52	x		2 years
Returned subpoena File		x		2 years
<u>PLANNING DIVISION</u>				
Accident Report, monthly (POL0031J)			x	5 years
Accident Report, annual (POL0031K)			x	5 years
Annual Reports		x		30 years
Auto Theft and Recovery Report (POL0100J)			x	5 years
Bureau Orders			x	Until revoked, but no less than 2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Capital Improvement Budget (work request)	351	x		10 years
Chief's News Letters		x		3 years
Compensation Request Cards	289	x		3 years
Crime Information Bulletins		x		2 years
Crime Statistical Reports for Specific Analytical Projects		x		5 years
Division General Orders		x		2 years after revocation
Division Special Orders		x		2 years
General Orders		x		3 years after revocation
Grant Records		x		5 years after grant expires
Incident Activity/Arrest Reports POL0216J & POL0205J			x	30 years
Information Bulletins		x		3 years
Major Offense Report, monthly (POL0100J)			x	5 years
Major Offense Report, quarterly (POM0012J)			x	10 years
Monthly Statistical Reports to B.C.I. Sacramento		x		10 years
Muni Crime (POL0058Z)			x	2 years
POM0032J			x	2 years
POL0100B, homicides only page			x	5 years
POL0100E			x	5 years
POL0100J			x	2 years
POL0206J			x	2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
Permanent Orders		x		3 years after revocation
Personnel Orders			x	2 years
Printed Form Index Cards		x		Until replaced, but no less than 2 years
Print Shop Work Log		x		2 years after last entry
Special Orders		x		2 years after expiration
Staff Project Files		x		4 years
Telephone Log Sheet	280	x		2 years
Training Bulletins		x		2 years after expiration or revocation
Unit Assignment File		x		2 years
Victimization by Age (PCA0203J)			x	5 years
Wang Discs		x		3 years after revocation
Wanted Bulletins		x		2 years
Writer's Activity Files		x		4 years
<u>MANAGEMENT CONTROL DIVISION</u>				
Complaint Cards	345	x		7 years
IAB Case Files		x		7 years
IAB Case Tape Recordings		x		7 years
Numerical Complaint Card	358	x		7 years
Polygraph Files		x		7 years
Use of Force Log	128	x		7 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
<u>CONSENT DECREE DIVISION</u>				
Applicant Flow Data Print-out			x	Until released by Court, but no less than 2 years
Consent Decree Files		x		Until released by Court, but no less than 2 years
EEO Print-outs			x	Until released by Court, but no less than 2 years
Job Specifications & Announcements			x	Until released by Court, but no less than 2 years
Job Applications		x		Until released by Court, but no less than 2 years
Job Pre-application cards		x		Until released by Court, but no less than 2 years
Job Analysis Files		x		Until released by Court, but no less than 2 years
Protest Files		x		Until released by Court, but no less than 2 years
Training Files		x		Until released by Court, but no less than 2 years
Validation Files		x		Until released by Court, but no less than 2 years

San Francisco Police Department
Records Destruction Schedule
9/23/93

Name of Record	Form No.	Orig.	Copy	Length to Retain
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SECTION III OFFICE OF CITIZEN COMPLAINTS

Complaint Cards		x		7 years
O.C.C. Case Files		x		7 years